

46 Specialized Safety-Mishaps

46.1 Specialized Safety-Mishaps Overview

The Specialized Safety-Mishaps function of the Metrics application consists of seven (7) screens for information about mishaps: where, when, contributing factors, pertinent narratives, material and/or facilities involved, injuries/fatalities, property damage and news releases. Having such information allows for analysis that can prevent the reoccurrence of the same or similar mishaps. This function was modified and activated for the DIRAMS Version 5 release.

Note: Currently, you cannot enter certain special characters (e.g., apostrophes and semicolons) into some data boxes.

Specialized Safety Mishaps (Screen 1 of 7) For Official Use Only

File Edit Functions Administration Help

Icons: [Save] [Print] [Map] [List] [Back] [Forward] [New] [Find] [Help] [Question Mark]

District: [] CAD: [] Date: [] Contract Number: []

CAGE: [] Contractor Name: [] Address: []

PCO: [] ACO: []

Safety Office: []

Submission Information

Safety Specialist: [] Title: []

CAD Code: [] Commercial Phone: [] DSN Phone: []

Extension Requested: ☐ Yes ☐ No Timeframe: [] Date Closed: []

Notification Type: ☐ Initial ☐ Supplemental ☐ Final ☐ Initial/Final

Mishap Type: ☐ Ammun./Explosive ☐ Aircraft ☐ Chemical Surety ☐ Industrial ☐ Maritime

Date: [] Condition: ☐ Day ☐ Night ☐ Dusk ☐ Dawn

Time: [] Location: []

Figure 46-1 Specialized Safety-Mishaps Screen 1

46.1.1 To Add or Create New Record



Insert
Icon

1. To add (insert) a new record, click the **Insert** icon on the tool bar or select **File: New** from the menu bar. The system prepares the screen for you to enter the requested information.
2. Enter the requested information, then save your work.

46.1.2 To Move to the Next Screen



Next Page
Icon

After you enter the information requested on screen 1, click the **Next Page** icon on the tool bar or select **Edit: Next Page** from the menu bar to open screen 2.

46.1.3 To Move to the Previous Screen



Previous
Page Icon

You can return to a previous screen by clicking the **Previous Page** icon on the tool bar or selecting **Edit: Previous Page** from the menu bar.

46.1.4 To Add Multiple New Records



Cancel
Icon

If you have to enter multiple new records, enter one record. Then save the current record by clicking the **Save** icon on the tool bar or selecting **File: Save** from the menu bar. Then to clear the screens for your next new record, either click the **Cancel** icon or select **File: Cancel**.

or

Click on the **Insert** icon on the tool bar or select **File: New** from the menu bar. A message box appears informing you that unsaved changes exist, and asking you if you want to save them. Click **Yes** to save. If you click **Yes**, a message informs you of a successful save. Click **OK** to close this message. The system prepares the screen for another entry. (Or click **No** on the unsaved changes message box if you do not want to save. Or click **Cancel** to return to the current record instead of inserting a new one.)

46.1.5 To View or Edit Existing Record



1. Click the **Search** icon on the tool bar or select **File: Open** from the menu bar. A Search window (Figure 46-2) appears.

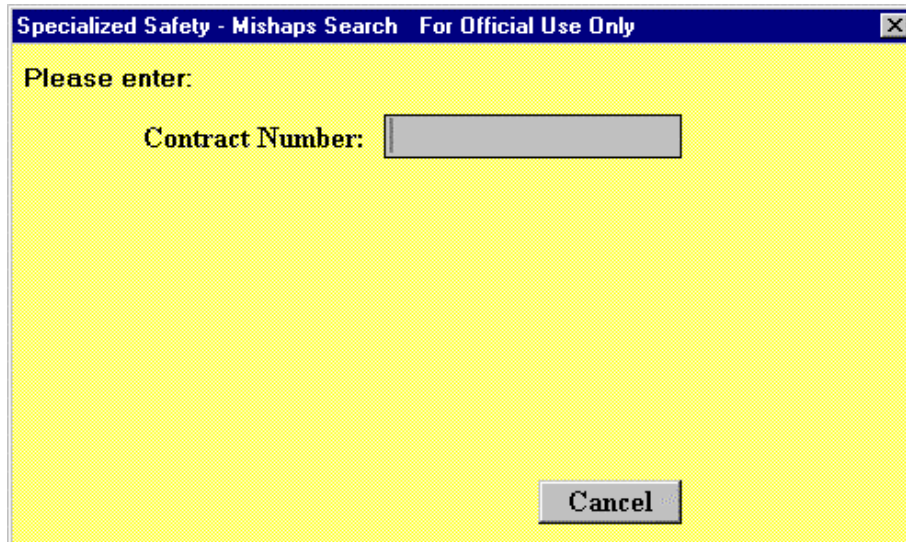


Figure 46-2 Specialized Safety-Mishaps Search Pop-Up Window

2. Type in the desired **Contract Number**. You must enter 13, 17 or 18 characters. Precede Contract Numbers that have less than 13 characters with zeroes.
3. Press **Tab** or **Enter**. The application searches for matching records. Matching records are displayed on the bottom of the Search window (Figure 46-3). If more than 250 records are found, a message appears as explained in Section 10.2.3.

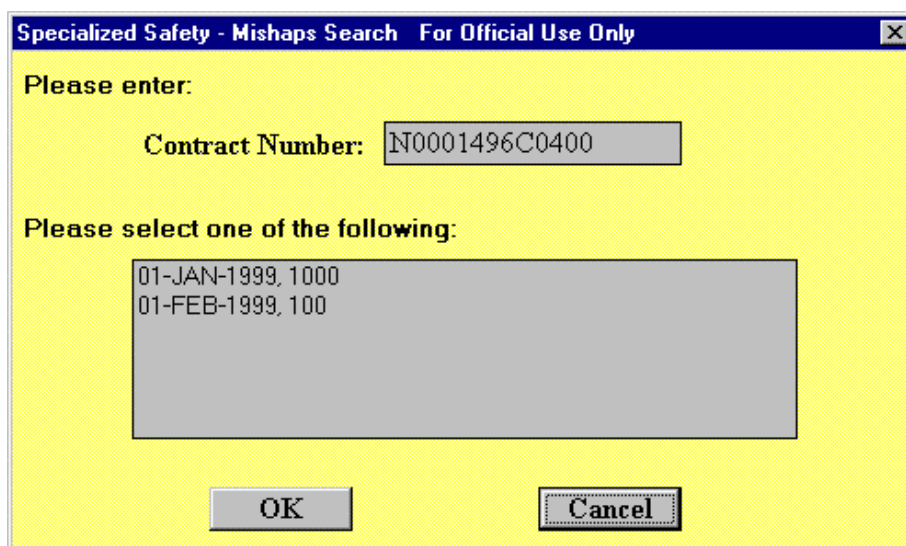


Figure 46-3 Specialized Safety-Mishaps Search Window (Results)

4. Select (click on or highlight) the one you want based on the date and time of the mishap.
5. Click **OK**. Information associated with the record you selected is displayed on the Specialized Safety-Mishaps screen.

or

Click **Cancel** to discontinue this action.

Note: If no records are found matching your search criteria, a message window (Figure 46-4) appears. Click on **OK** to close the Message window.



Figure 46-4 No Data Found Pop-Up Message

46.2 Specialized Safety-Mishaps Screen 1 of 7

Specialized Safety-Mishaps screen 1 (Figure 46-5) has 24 data fields. Those in the top part of the screen are for information about the contract number, contractor, PCO, ACO, safety office, submission information and extension request information. Those in the bottom part of the screen are for information pertaining to notification and mishap type, as well as where and when the mishap occurred.

When the Specialized Safety-Mishaps screen 1 opens, you can either insert a new record (Section 46.1.1) or search for an existing one to open (Section 46.1.5). The delete procedure is explained in Chapter 6.

Figure 46-5 Specialized Safety-Mishaps Screen 1 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

46.2.1 Fields for Specialized Safety-Mishaps Screen 1 of 7

46.2.1.1 District

This is for the MOCAS code (2-5 alphanumeric characters) which identifies the Defense Contract Management Command (DCMC) District. It is automatically populated based on the Username entered during the login procedure; however, you can change the code. If you change the code, it will be validated. This is a required field.

46.2.1.2 CAO

This is for the MOCAS code (2-5 alphanumeric characters) which identifies the Contract Administration Office (CAO). It is automatically populated based on the Username entered during the login procedure; however, you can change the code. If you change the code, it will be validated. This is a required field.

46.2.1.3 Date

This protected data box is for the date on which the report was prepared. It is automatically populated with the current (system) date.

46.2.1.4 Contract Number

Enter the number that identifies the contract. You must enter 13, 17 or 18 characters. Precede Contract Numbers that have less than 13 characters with zeroes. This is a required field.

After you enter the **Contract Number** and press **Tab** or **Enter**, the system checks to see if the value you entered exists (is valid). Two things can happen.

- If the **Contract Number** exists and is associated with your CAO Code (based on the UserId entered on the Logon screen), the cursor moves to the next field.
- If the **Contract Number** does not exist (is invalid), you can still enter it (non-DoD contract for local use) **as explained in Section 10.2.4**.

46.2.1.5 CAGE

This protected box is automatically populated with the 5-character (alphanumeric) code which identifies a contractor/location. It is automatically populated based on the **Contract Number** (46.2.1.2).

46.2.1.6 Contractor Name

This protected box is automatically populated with the contractor's name (up to 30 alphanumeric characters) that corresponds to the Commercial and Government Entity (**CAGE**) code (46.2.1.5).

46.2.1.7 Address

This protected box is automatically populated with the contractor's address (up to 30 alphanumeric characters) that corresponds to the Commercial and Government Entity (**CAGE**) code (46.2.1.5).

46.2.1.8 PCO

Enter the office symbol (up to 30 alphanumeric characters) for the Procuring Contracting Officer.

46.2.1.9 ACO

Enter the name (up to 30 alphanumeric characters) of the Administrative Contracting Officer.

46.2.1.10 Safety Office

Enter the name (up to 30 alphanumeric characters) of the Safety Office.

Submission Information Section**46.2.1.11 Safety Specialist**

Enter the name of the person (up to 30 alphanumeric characters) filling out this mishap report. This is a required field.

46.2.1.12 Title

Enter the title (up to 20 alphanumeric characters) of the person filling out this mishap report. This is a required field.

46.2.1.13 CAO Code

Enter the CAO code (2-5 alphanumeric characters) for the person filling out this report. The code you enter will be validated. This is a required field.

46.2.1.14 Commercial Phone

Enter the commercial telephone number (up to 26 alphanumeric characters) for the person filling out this report. If you enter ten (10) digits, the system formats it as xxx-xxx-xxxx; for any other number of digits in excess of 10, the phone number appears exactly as you type it. This is a required field.

46.2.1.15 DSN Phone

Enter the Defense Switched Network (DSN) number (7 or 10-15 digits) of the employee. If you enter seven (7) digits, the number is automatically formatted as xxx-xxxx. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-15 digits, the number appears exactly as you type it.

46.2.1.16 Extension Requested

Select the circle in front of **Yes** or **No** to indicate whether or not an extension was requested on the report. To deselect a circle, double click on.

46.2.1.17 Time Frame

If an extension was requested (46.2.1.16), enter the time frame (up to 10 alphanumeric characters) of the extension request.

46.2.1.18 Date Closed

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the report is closed.

Bottom Section

46.2.1.19 Notification Type

Indicate the stage of the notification process by selecting the circle which corresponds to one of the following: **Initial**, **Supplemental**, **Final** or **Initial/Final**. To deselect a circle, double click on it.

46.2.1.20 Mishap Type

Indicate the type of mishap that occurred by selecting the circle which corresponds to one of the following: **Ammun./Explosive**, **Aircraft**, **Chemical Surety**, **Industrial** or **Maritime**. To deselect a circle, double click on it.

46.2.1.21 Date

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the mishap occurred. This date must be the same as or earlier than the current date (Date \leq System Date). This is a required field.

46.2.1.22 Condition

Indicate the lighting condition at the time the accident occurred by selecting the circle in front of one of the following: **Day**, **Night**, **Dusk** or **Dawn**. To deselect a circle, double click on it.

46.2.1.23 Time

Enter the time (military format) at which the mishap occurred. This is a required field.

46.2.1.24 Location

Enter the location (up to 30 alphanumeric characters) where the mishap occurred.

46.3 Specialized Safety-Mishaps Screen 2 of 7

Specialized Safety-Mishaps screen 2 (Figure 46-6) is for information about subcontractor and item/material nomenclature, as well as a narrative of significant events pertaining to the mishap.

Specialized Safety Mishaps (Screen 2 of 7) For Official Use Only

File Edit Functions Administration Help

SubContract Number: 46.3.1.1 SubContractor Name: 46.3.1.2

Address: 46.3.1.3

Item/Material Nomenclature

MK/Mod: 46.3.1.4 DoD Hazard Class/Div: 46.3.1.5

NSN: 46.3.1.6 Lot Number: 46.3.1.7

Narrative of Significant Events (Describe the operation & mission): 46.3.1.8

Figure 46-6 Specialized Safety-Mishaps Screen 2 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

46.3.1 Fields for Specialized Safety-Mishaps Screen 2 of 7

46.3.1.1 Subcontract Number

Enter the identifier that uniquely identifies the subcontract. This is not a required field; however, if entered, it will be validated. If you enter a value, you must enter 13, 17 or 18 characters; therefore precede Contract Numbers that have less than 13 characters with zeroes.

46.3.1.2 Subcontractor Name

This box is automatically populated with the subcontractor's name (up to 30 alphanumeric characters) which corresponds to the **Subcontract Number** (46.3.1.1).

46.3.1.3 Address

This box is automatically populated with the subcontractor's address (up to 30 alphanumeric characters) which corresponds to the **Subcontract Number** (46.3.1.1).

Item/Material Nomenclature Section

46.3.1.4 MK/Mod

Enter the make or model (up to 15 alphanumeric characters) of the damaged material/aircraft (e.g.; F-14D).

46.3.1.5 DoD Hazard Class/Div

Enter the Class/Division (up to 15 alphanumeric characters) for the material being reported.

46.3.1.6 NSN

Enter the National Stock Number (NSN) (15 alphanumeric characters) of the damaged material.

46.3.1.7 Lot Number

Enter the Lot Number (up to 15 alphanumeric characters) of the damaged material.

46.3.1.8 Narrative of Significant Events

Enter a description of the operation/mission events (up to 2,000 alphanumeric characters) leading up to the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. See Appendix C for more information on using *Word* to cut and paste.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

46.4 Specialized Safety-Mishaps Screen 3 of 7

Specialized Safety-Mishaps screen 3 (Figure 46-7) is for information regarding any fatalities or injuries resulting from the mishap.

Specialized Safety Mishaps (Screen 3 of 7) For Official Use Only

File Edit Functions Administration Help

No. of Fatalities: **46.4.1.1** No. of Injuries: **46.4.1.2**

DoD:	Name	Degree of Injury	Duty Description
	46.4.1.3	46.4.1.4	46.4.1.5

Contractor:	Name	Degree of Injury	Duty Description
	46.4.1.6	0	46.4.1.8

Figure 46-7 Specialized Safety-Mishaps Screen 3 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

46.4.1 Fields for Specialized Safety-Mishaps Screen 3 of 7

If a pop-up message informs you that the number of fatalities (46.4.1.1) plus the number of injuries (46.4.1.2) does not equal the total number of listed names (DoD, 46.4.1.3, and Contractor, 46.4.1.6), click **OK**. This is only to inform you of the discrepancy. It will not prevent you from continuing with the record.

46.4.1.1 No. of Fatalities

Indicate the number (up to 4 digits) of fatalities resulting from the mishap.

46.4.1.2 No. of Injuries

Indicate the number (up to 4 digits) of injuries resulting from the mishap.

46.4.1.3 Name

Note: Do **not** enter information into this field because of Privacy Act issues.

46.4.1.4 Degree of Injury

Enter a brief (up to 30 alphanumeric characters) description of the injury to each listed person.

46.4.1.5 Duty Description

Enter a brief (up to 30 alphanumeric characters) description of the listed person's duty when the mishap occurred.

Contractor Section

Warning: Because of a system limitation, you must use the **Tab** or **Enter** key to move off a data box after you add or change information; otherwise, the information may not be saved. Use the mouse (click) only to move to/from the Contractor Section.

Notes: If there are more than four names listed, or if more than four must be added, use the vertical scroll bar to view or add the additional names.

If you want to remove a name from the list, click the trash can icon to the left of the name you want to remove.

46.4.1.6 Name

Note: Do **not** enter information into this field because of Privacy Act issues.

46.4.1.7 Degree of Injury

Enter a brief (up to 30 alphanumeric characters) description of the injury to each listed person.

46.4.1.8 Duty Description

Enter a brief (up to 30 alphanumeric characters) description of the listed person's duty when the mishap occurred.

46.4.2 DoD Section (General Information)

Warning: Because of a system limitation, you must use the **Tab** or **Enter** key to move off a data box after you add or change information; otherwise, the information may not be saved. Use the mouse (click) only to move to/from the Contractor Section.

Notes: If there are more than four names listed, or if more than four must be added, use the vertical scroll bar to view or add the additional names.

If you want to remove a name from the list, click the trash can icon to the left of the name you want to remove.

46.5 Specialized Safety-Mishaps Screen 4 of 7

Specialized Safety-Mishaps screen 4 (Figure 46-8) is for information regarding the type and extent of property damage that occurred as a result of the mishap.

Specialized Safety Mishaps (Screen 4 of 7) For Official Use Only

File Edit Functions Administration Help

Property Damage

Government
Material Damage Repair or Replacement Cost: 46.5.1.1
Narrative: 46.5.1.2

Contractor
Material Damage Repair or Replacement Cost: 46.5.1.3
Narrative: 46.5.1.4

Public/Private
Material Damage Repair or Replacement Cost: 46.5.1.5
Narrative: 46.5.1.6

Explosives/CSM
Nomenclature: 46.5.1.7 Class./Div.: 46.5.1.8 Quantity: 46.5.1.9

Figure 46-8 Specialized Safety-Mishaps Screen 4 Fields

Note: Numbers in data boxes indicate corresponding section numbers.

46.5.1 Fields for Specialized Safety-Mishaps Screen 4 of 7

Property Damage - Government Section

46.5.1.1 Material Damage Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of Government property damaged in the mishap.

46.5.1.2 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the material damage or replacement cost incurred as a result of the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. (See Appendix C for more information on using *Word* to cut and paste.)

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

Property Damage - Contractor Section

46.5.1.3 Material Damage Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of contractor property damaged in the mishap.

46.5.1.4 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the material damage or replacement cost incurred as a result of the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. (See Appendix C for more information on using *Word* to cut and paste.)

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

Property Damage - Public/Private Section

46.5.1.5 Material Damage Repair or Replacement Cost

Enter the dollar estimate (up to 12 digits) for costs associated with the repair or replacement of public/private property damaged in the mishap.

46.5.1.6 Narrative

Enter a brief description (up to 1,250 alphanumeric characters) of the material damage or replacement cost incurred as a result of the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. (See Appendix C for more information on using *Word* to cut and paste.)

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

Explosive/CSM Section`**46.5.1.7 Nomenclature**

Enter the make/model or other descriptor (up to 15 alphanumeric characters) explaining the explosive device(s).

46.5.1.8 Class/Division

Enter the hazard Class/Division of the explosive. You should enter one of the following: 1.1, 1.2, 1.3, 1.4, 1.5 or 1.6.

46.5.1.9 Quantity

Enter the amount (up to 10 alphanumeric characters) of explosive or contaminant involved (e.g.; 1 gallon, 1 drop).

46.6 Specialized Safety-Mishaps Screen 5 of 7

Specialized Safety-Mishaps screen 5 (Figure 46-9) is for a narrative of the findings concerning the mishap.

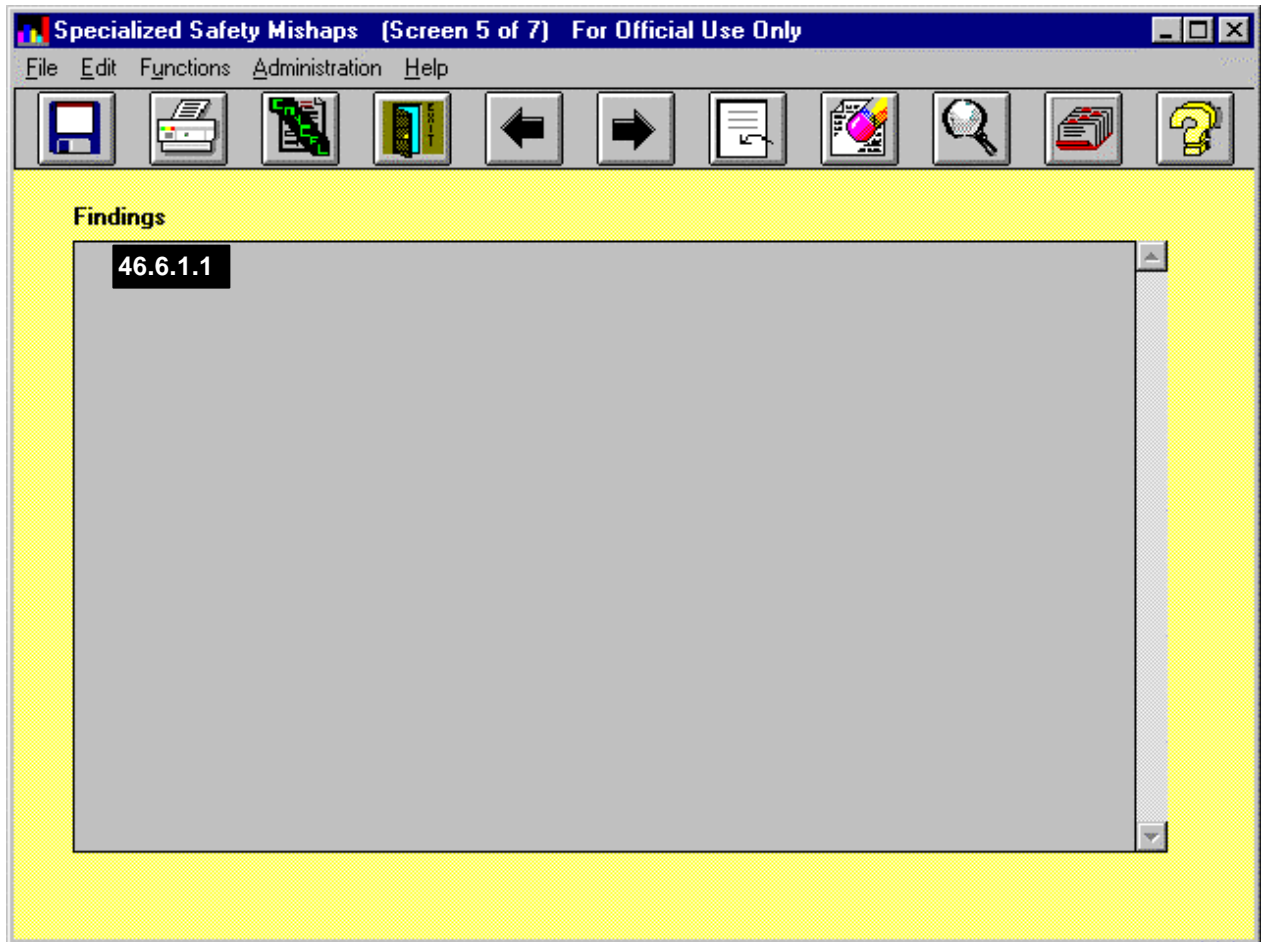


Figure 46-9 Specialized Safety-Mishaps Screen 5 Fields
Note: Numbers by data fields indicate corresponding section numbers.

46.6.1 Fields for Specialized Safety-Mishaps Screen 5 of 7

46.6.1.1 Findings

Enter a narrative of the findings (up to 2,000 alphanumeric characters) of the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. See Appendix C for more information on using *Word* to cut and paste.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

46.7 Specialized Safety-Mishaps Screen 6 of 7

Specialized Safety-Mishaps screen 6 (Figure 46-10) is for a narrative detailing any corrective actions taken/to be taken as a result of the mishap.

Specialized Safety Mishaps (Screen 6 of 7) For Official Use Only

File Edit Functions Administration Help

Corrective Action:

46.7.1.1

Figure 46-10 Specialized Safety-Mishaps Screen 6 Fields
Note: Numbers in data boxes indicate corresponding section numbers.

46.7.1 Fields for Specialized Safety-Mishaps Screen 6 of 7

46.7.1.1 Corrective Action

Enter a narrative of the corrective actions (up to 2,000 alphanumeric characters) to be taken as a result of the mishap. You may type the narrative in *Word*, copy it, and then paste it in this scrollable text box. See Appendix C for more information on using *Word* to cut and paste.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

46.8 Specialized Safety-Mishaps Screen 7 of 7

Specialized Safety-Mishaps screen 7 (Figure 46-11) has four (4) data fields for technical information at the top of the screen and seven (7) data fields for additional information at the bottom of the screen.

Specialized Safety Mishaps (Screen 7 of 7) For Official Use Only

File Edit Functions Administration Help

Technical Information

Effect on Production: 46.8.1.1

Date Last Safety Survey: 46.8.1.2

Survey Type: 46.8.1.3

Results: 46.8.1.4

Additional Information

Special Assistance Requested: 46.8.1.5

46.8.1.6 News Released: ☐ Yes ☐ No Will News be Released? ☐ Yes ☐ No 46.8.1.7

News Released by Whom: 46.8.1.8

PCO Notified? ☐ Yes ☐ No 46.8.1.9

DTG of Other Notification Reports: 46.8.1.10

Other Reports: 46.8.1.11

Figure 46-11 Specialized Safety-Mishaps Screen 7 Fields
 Note: Numbers in data boxes indicate corresponding section numbers.

46.8.1 Fields for Specialized Safety-Mishaps Screen 7 of 7

Technical Information Section

46.8.1.1 Effect on Production

Enter a brief description (up to 250 alphanumeric characters) of the effect that the mishap had on production.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

46.8.1.2 Date Last Safety Survey

Enter the date (MMDDYY, MM/DD/YY or DD-MON-YYYY format) on which the last safety survey was conducted. This date must be the same as or earlier than the current date (Date Last Safety Survey \leq System Date).

46.8.1.3 Survey Type

Select (click on or highlight) the type of survey that was conducted from this drop-down list. The choices are **On Site**, **Fast Form**, **Capability**, **Annual** or **Semi-Annual**.

46.8.1.4 Results

Enter a brief summary (up to 250 alphanumeric characters) of the findings of the safety survey.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

Additional Information Section

46.8.1.5 Special Assistance Requested

Enter a brief description (up to 250 alphanumeric characters) of any special assistance requested as a result of the mishap.

Note: If you enter more than the allowed number of characters, a message pops up when you **Tab** out of the text box. You must then edit the text so that it contains no more than the maximum allowed number of characters before you can save the record.

46.8.1.6 News Released

Select the circle in front of **Yes** or **No** to indicate whether or not a news release was issued. To deselect a circle, double click on it.

46.8.1.7 Will News be Released?

If a news release has not already been issued, select the circle in front of **Yes** or **No** to indicate whether or not a news release will be issued. To deselect a circle, double click on it.

46.8.1.8 News Released by Whom

Enter the name of the person (up to 30 alphanumeric characters) who issued the news release.

46.8.1.9 PCO Notified?

Select the circle in front of **Yes** or **No** to indicate whether or not the Procuring Contracting Officer (PCO) was notified. To deselect a circle, double click on it.

46.8.1.10 DTG of Other Notification Reports

Enter the Date Time Group (DTG) of other notification reports. This box will hold up to 60 alphanumeric characters.

46.8.1.11 Other Reports

Enter the names of other reports that were filled out as a result of the mishap. This box will hold up to 60 alphanumeric characters.